



Job Title: Communications & Social Media Intern

Supervisor: Director of Communications

Employment Status: Part-time, 10-15 hours per week

Pay Rate: \$17.50/hr

Impact on Education is looking for a creative, thoughtful, and hardworking Communications and Social Media Intern to join our mission-driven non-profit team. You'll strategize, plan, and deliver impactful digital communications, support special events, and help with other administrative duties as needed.

This individual will learn a lot about communications, fundraising and public education. Because we are a small team, you'll be able to contribute in a meaningful way to our work and gain valuable skills during your internship. You'll work on a wide range of projects and activities with specific areas of ownership.

Our staff works primarily in the office, but we have a flexible remote work policy.

What you'll do

- Build monthly social media calendars, receive and incorporate feedback.
- Create content and campaigns for social media channels using Canva, with a primary focus on Facebook, LinkedIn and Instagram
- Track social media performance, measure engagement and new follower growth to gauge success
- Interact with our social media followers to help build and expand our community
- Collect stories from staff and partners to turn into social media content
- Support the creation and distribution of our monthly e-newsletter and other digital communications, including writing content
- Assist with our editorial calendar planning and writing blog posts
- Track website analytics and make updates to website pages as needed

Requirements

- Eager to learn, creative and outgoing with a positive attitude. Highly self-motivated with a history of meeting and exceeding project guidelines.
- Strong understanding of social media platforms
- General understanding of social media strategy and marketing



- Strong writing skills and an ability to adopt and speak in Impact on Education's brand voice.
- Familiarity with design fundamentals and Canva a plus.
- Experience with Google Suite and Mailchimp a plus.
- Availability to work a minimum of 10 hours per week

About Impact on Education

Impact on Education is the foundation supporting Boulder Valley's public schools. Since 1983, we've been BVSD's support system, providing supplemental funding and resources to all 30,000 students and 4,000 educators in order to expand what's possible in education. Today, our wide-ranging programs work to close the achievement gaps in BVSD, address economic and learning barriers that curtail success, and increase equity among all students.

Application Instructions

Qualified applicants are encouraged to submit their resume and a cover letter summarizing interest in the position and relevant skills and experience to catherine@impactoneducation.org. The position will remain open until filled. No phone calls please!